

# ***State of Nevada***

## **Mortgage Lending Division**

### ***Announces...***

Open Recruitment for:

### **Deputy Commissioner (Unclassified)**

**Maximum Annual Salary: \$76,908, Effective July 1, 2006, (Employee / Employer Paid Retirement)**

Salary will reflect applicant's level of experience and is based on retirement contributions by employee and employer. Employer paid contribution plan is available with a reduced gross salary.

**RECRUITMENT OPEN TO:** All qualified persons.

**RECRUITING FOR:** A permanent, full-time unclassified vacancy located in the Mortgage Lending Division, Department of Business and Industry.

**APPLICATIONS ACCEPTED UNTIL:** Position is filled.

**THE POSITON:** The position is located in Las Vegas. The incumbent will report to the Commissioner, Mortgage Lending Division and is responsible for providing leadership, direction, and oversight to the Division's examination, investigation, and licensing staffs. Responsibilities include supervision of a staff of approximately twenty-seven employees that are responsible for examining, licensing, complaint processing, and enforcement activities regarding mortgage lenders and agents. The work also involves administrative functions such as developing and administering regulations, policies and procedures, assessing and collecting fees from mortgage industry licensees, and providing consumer and industry education. Travel (primarily in-state) will be required to perform the duties of this position.

**TO QUALIFY:** A minimum of three years practical experience in mortgage lending, banking, credit unions, or other financial institutions is expected of which at least one year was at a level that included supervisory or administrative experience. Such experience should have demonstrated knowledge and experience in applying federal and state regulations in the mortgage industry and/or supervising a program directly related to or primarily involved in the work performed by mortgage lenders.

#### **IDEAL CANDIDATE WILL POSSESS, IN ADDITION TO MINIMUM QUALIFICATIONS:**

- Experience in mortgage lending.
- Familiarity with NRS and NAC 645A, 645B and 645E and NRS 233B
- Excellent writing and communication skills.
- Administrative ability and experience including knowledge of budget preparation and administration.
- Extensive Supervisory experience.
- Personal characteristics such as good judgment, flexibility, punctuality, and dependability.

- A Bachelor's degree or Master's degree with major coursework in accounting, finance, business administration or other field related to financial services.
- Experience in performing examinations or investigations.

**TO APPLY:** Send letter of introduction and a detailed resume which includes three professional references which demonstrate competence and experience qualifications to:

**Ray Marshall, Personnel Manager  
Department of Business & Industry  
555 E. Washington Avenue, Suite 4900  
Las Vegas, NV 89101  
E-mail: [rmarshall@dbi.state.nv.us](mailto:rmarshall@dbi.state.nv.us)**